INSPECT Pharmacy Upload

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IMPORTANT NOTICES

IF YOUR SOFTWARE COMPANY OR CORPORATE OFFICE IS SUBMITTING YOUR DATA ON YOUR BEHALF, PLEASE SIMPLY KEEP THIS INFORMATION FOR YOUR RECORDS.

ALL OTHER DATA SUBMISSIONS (CD-Rom, Diskette, etc.) SHOULD BE MAILED TO:
INSPECT Program
402 West Washington Street, Room W072
Indianapolis, IN 46204

FILENAME FORMAT

Prior to uploading and selecting the file you wish to upload, you should name the file according to the following format: "username.date of submission.dat". For example, if your username is "150002" and the date of submission for the file is "01/01/05", the filename would read: "150002010105.dat"

FIRST DATE OF SUBMISSION

Your pharmacy's first data submission should be made by February 15, 2005. This submission should include all information not previously submitted to Atlantic

Associates, as well as all information collected since January 1, 2005. If you would like to make multiple uploads to minimize the file size, please do so and distinguish each upload by including the number of upload in the filename mentioned above. (IE The first upload would read: "1500020101051.dat"; the second upload would read: "1500020101052.dat").

SUBSEQUENT DATA SUBMISSIONS

Your pharmacy's subsequent data submissions should be made at least every 15 days thereafter. The INSPECT program will defer to individual pharmacies as to their submission schedule (IE 1st and the 16th; 15th and the 30th, 7th and the 22nd, etc.).

WEBSITE FOR PHARMACY UPLOAD

https://extranet.in.gov/pmpwebcenter

## PHARMACY UPLOAD INSTRUCTIONS

Uploading a prescription data file

The File Upload section allows authorized pharmacy users to upload their own prescription data files.

Step	Action
1	From the menu bar, click **Pharmacy Upload.** The *Pharmacy Upload* submenu appears with **File Upload** and **View Uploaded Files** as options. Click **File Upload** and the **Pharmacy File Upload** page appears.
2	From the **Pharmacy File Upload** page, click the **Browse** button and select the file you want to upload.
3	Click the **Upload** button to upload the file to the system.
4	The system will respond with a message to indicate whether the upload was successful or not and also give you a generated logical name for the file you uploaded if the upload was successful
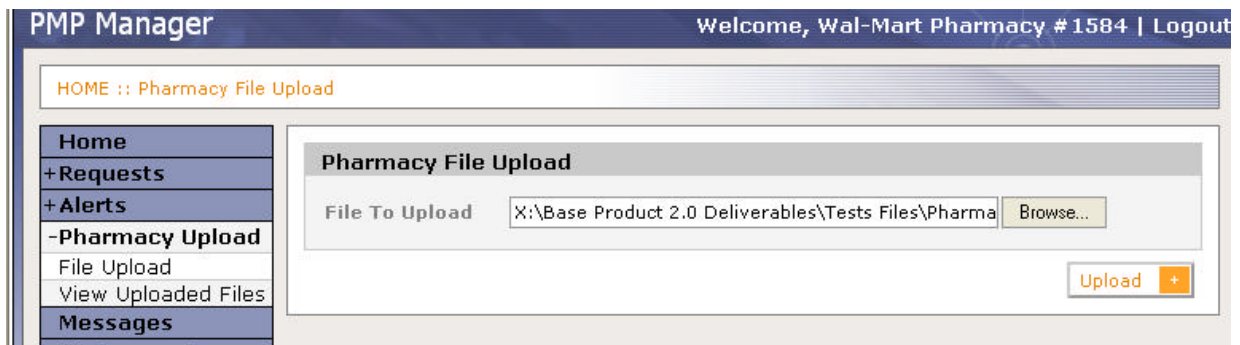
Viewing and printing summary of uploaded prescription data files

The View Uploaded Files section allows authorized pharmacy users to view the prescription data files that they have uploaded and print a summary report of the same.

Step	Action
1	From the menu bar, click **Pharmacy Upload.** The *Pharmacy Upload* submenu appears with **File Upload** and **View Uploaded Files** as options. Click **View Uploaded Files** and the **Pharmacy View Uploaded Files** page (as shown below) appears. This page displays all files uploaded by you in reverse chronological order starting with the latest.
2	To view files uploaded by you within a specific period, enter the **From Date** and **To Date** for the period and click on the **Search** button
3	To print a summary report of all the files uploaded by you, click on the **Print Report** button. The system opens a new window and displays the report as a PDF file. Click on the printer icon to print a report of the same.
4	To print a summary report of all the files uploaded by you within a specific period, enter the **From Date** and **To Date** for the period and click on the **Print Report** button. The system opens a new window and displays the report as a PDF file. Click on the printer icon to print a report of the same.

Pharmacy View Uploaded Files page descriptions

Fields/Buttons:	Descriptions:
File Name	The external file name (when uploaded) for the prescription file.
Date Uploaded	The date the prescription data file was uploaded.
Status	The current status of the uploaded file – Processed, Awaiting Processing, etc.
No. of Records	The number of records processed from the file.
No. of Errors	The number of records that had errors in the file.
Print icon	Click on this icon to print a report of that file.
Filter parameters	
From Date	Enter the from date to search for files uploaded within a specific period
To Date	Enter the to date to search for files uploaded within a specific period
Search button	Click on this button to search for files uploaded within the period specified by the From and To date parameters.
Print Report button	Click on this button to print a summary report of all files uploaded within a specific period.

Printing processing details of an uploaded prescription data file

The View Uploaded Files section allows authorized pharmacy users to view the processing details of a prescription data file that they have uploaded and print a report of the same.

Step	Action
1	From the menu bar, click **Pharmacy Upload.** The *Pharmacy Upload* submenu appears with **File Upload** and **View Uploaded Files** as options. Click **View Uploaded Files** and the **Pharmacy View Uploaded Files** page (as shown below) appears. This page displays all files uploaded by you in reverse chronological order starting with the latest.
2	Click on the row that displays the file you want to view processing details for.
3	The system opens a new window and displays the processing details as a PDF document. Click on the printer icon to print a report of the same.

Pharmacies of Indiana:

Upon your request, I presented several questions to the Controlled Substances Advisory Committee for review. The Committee asked that I also provide the relevant portions of Indiana law for your review, as it is ultimately the each pharmacist's/pharmacy's responsibility to ensure compliance with Indiana state law. The Committee has provided the following answers:

Frequently Asked Questions

1. Q: What forms of ID are approved beyond state generated picture ID or military ID?

    A: Identification number is defined under IC 35-48-7-5 (please see below)

2. Q: How do we obtain an ID through mail order?

    A: The Advisory Committee will defer to each individual pharmacy/chain as to how they wish to collect this required information.

3. Q: Do locations that service jail populations need a state ID for Controlled Substance dispensing?

    A: No.

4. Q: Which ID is more important? Person dropping off the Rx or the person picking up the Rx?

    A: The law does not specify which is more important, it only states that the recipient's or recipient's representative's identification must be transmitted each time a controlled substance is dispensed.

5. Q: Does the ID need to be written on the hard copy of the Rx, as well as entered on the computer?

    A: No, the Indiana law does not require that the ID number be written on a hard copy.

6. Q: Can data be transmitted more often than every 15 days?

    A: Yes.

7. Q: What should be done on refills?

    A: The law does not differentiate between initial dispensing and refills.

RELEVANT PORTIONS OF INDIANA LAW

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IC 35-48-7-5
   Sec. 5. As used in this chapter, "identification number" refers to the following:
      (1) The unique number contained on any of the following:
         (A) A valid driver's license of a recipient or a recipient's representative issued under Indiana law or the law of any other state.
         (B) A recipient's or a recipient representative's valid military identification card.
         (C) A valid identification card of a recipient or a recipient's representative issued by:
            (i) the bureau of motor vehicles as described in IC 9-24-16-3; or
            (ii) any other state and that is similar to the identification card issued by the bureau of motor vehicles.
         (D) If the recipient is an animal:
            (i) the valid driver's license issued under Indiana law or the law of any other state;
            (ii) the valid military identification card; or
            (iii) the valid identification card issued by the bureau of motor vehicles and described in IC 9-24-16-3 or a valid
identification card of similar description that is issued by any other state;
         of the animal's owner.
       (2) The identification number or phrase designated by the central repository.
As added by P.L.163-1994, SEC.5.
IC 35-48-7-6
   Sec. 6. As used in this chapter, "recipient" means an individual for whom a controlled substance is dispensed.
As added by P.L.163-1994, SEC.5.
IC 35-48-7-7
   Sec. 7. As used in this chapter, "recipient representative" means the individual to whom a controlled substance is dispensed if the
recipient is either less than eighteen (18) years of age or unavailable to receive the controlled substance.
As added by P.L.163-1994, SEC.5.
IC 35-48-7-8
   Sec. 8. The advisory committee, shall provide for a controlled substance prescription monitoring program that includes the
following components:
      (1) Each time a controlled substance designated by the advisory committee under IC 35-48-2-5 through IC 35-48-2-10 is
dispensed, the dispenser shall transmit to the central repository the following information:
         (A) The recipient's name.
         (B) The recipient's or the recipient representative's identification number.
         (C) The recipient's date of birth.
         (D) The national drug code number of the controlled substance dispensed.
         (E) The date the controlled substance is dispensed.
         (F) The quantity of the controlled substance dispensed.
         (G) The number of days of supply dispensed.
         (H) The dispenser's United States Drug Enforcement Agency registration number.
         (I) The prescriber's United States Drug Enforcement Agency registration number.
         (J) An indication as to whether the prescription was transmitted to the pharmacist orally or in writing.
      (2) The information required to be transmitted under this section must be transmitted not more than fifteen (15) days after the
date on which a controlled substance is dispensed.
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